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	Process Owner Head Student Support Department	Approval Authority Academic Director	

1. Purpose & Scope

The purpose of the student nomination, selection, notification, and confirmation process is to facilitate Navy Medical Department personnel attendance at NSHS-sponsored management and specialty training courses. Student confirmation finalizes this process.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-002 Quality Systems Document Control, c) Current Fiscal Year Course Catalog, d) Student Support Database, e) Department SOP – Management & Specialty Training Catalog Development, f) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 N/A

4. Document Review & Concurrence

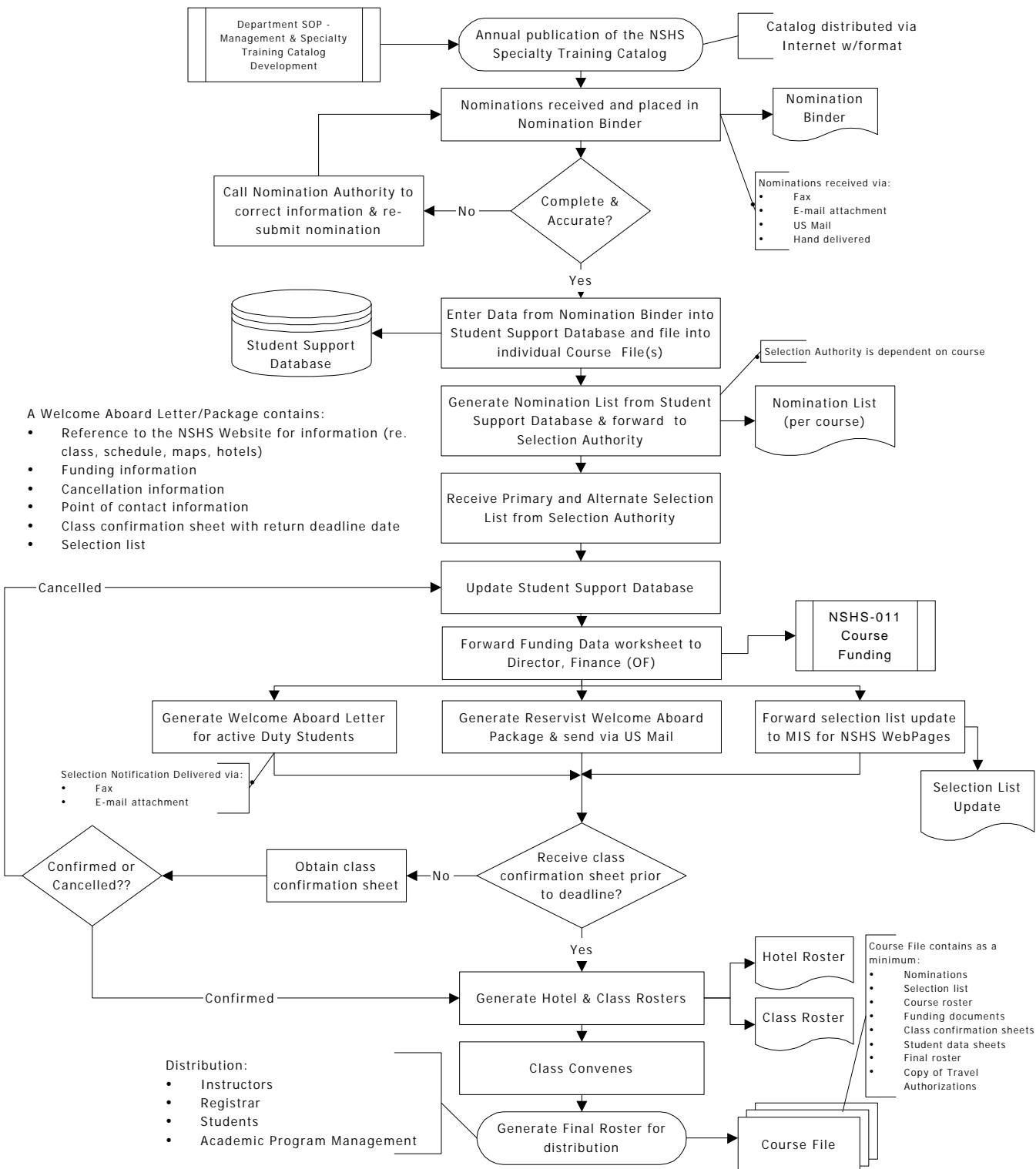
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, Student Support Department	OA4 (Process Owner)	CAPT C. Curto	Academic Director	OA(Approval Authority)	CDR L. Hearin

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	03 MAY 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Course File	Course Program Assistant	File Cabinet	By FY, Course number	3 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

8.1 N/A